

Administrative Assistant I- Admissions

If you are looking for an **exciting career** and **great benefits**, look no further!

UMass Dartmouth is the place for you!

Perform functions of the application process according to standard, established procedures. This work involves a substantial degree of decision-making, accounting, and a working knowledge of business processes and systems. Input of multiple data points into the various University student database systems and monitoring of complex electronic filing systems. Provide excellent customer service as a primary goal which includes constant contact with the public and the campus community. Follows the University's best practices to build and/or support student academic success and retention, and assist in meeting strategic objectives for persistence and timely graduation of all the student population.

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For more information about this position, including qualifications and how to apply, please navigate to our website at [UMass Careers](#). All interested applicants should submit a letter of interest, current resume and the contact information for at least three professional references.

UMass Dartmouth offers exciting benefits such as:

- 75% Employer-Paid Health Insurance
- Flexible Spending Accounts
- Life Insurance
- Long Term Disability
- State Pension Retirement Plan
- Optional Retirement Savings Plans
- Tuition Credit (Employee, Spouse, & Dependents)
- Twelve (12) paid holidays
- Paid personal, vacation, and sick time
- And More!

**For a detailed summary of benefits for this position, please navigate [AFSCME Benefits](#)*

The review of applications will be ongoing.

Proud to Be... UMassD!

The University of Massachusetts Dartmouth (UMassD) is located in the beautiful ocean side community of Dartmouth, about an hour south of Boston, a half-hour east of Providence, and a half-hour west of Cape Cod. It offers a world-class education to more than 7,500 undergraduate and graduate students each year in nearly 60 undergraduate and 50 graduate (MS & PhD) programs offered by the College of Engineering, College of Nursing, Charlton College of Business, College of Arts and Sciences, College of Visual and Performing Arts, School of Law and School for Marine Science and Technology. UMassD has transformed the lives of more than 50,000 alumni and distinguishes itself as a vibrant, public research university dedicated to engaged learning and innovative research. UMassD is the only Massachusetts national research university south of Boston and serves as a catalyst for the development of marine science and technology industries along the south coast of Massachusetts.

The University of Massachusetts is an Equal Opportunity/Affirmative Action, Title IX employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age over 40, protected veteran status,

disability, sexual orientation, gender identity/expression, marital status, or other protected class. UMass Dartmouth reserves the right to conduct background checks on potential employees.

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